

DUTY STATEMENT

CCTC-AGENCY xxx (REV 06/11)

		RPA #	EFFECTIVE DATE:
EMPLOYEE'S NAME		POSITION NUMBER (Agency - Unit - Class - Serial) 192-403-5157-701	
DIVISION/UNIT Fiscal and Business Services Division		CLASS TITLE Staff Services Analyst	

You are a valued member of the Commission on Teacher Credentialing (Commission). You are expected to work cooperatively with all employees, our customers and members of the public to enable the Commission to provide the highest level of service possible. Your creativity and ingenuity are encouraged. Your commitment to treat others fairly, honestly, respectfully and professionally is critical to the success of the Commission's Mission.

BRIEFLY (1-3 sentences) DESCRIBE THE POSITION'S PRIMARY ROLE AND PURPOSE. PLEASE INCLUDE THE POSITION'S REPORTING RELATIONSHIP AND LEVEL OF INDEPENDENCE.

Under the supervision of the Staff Services Manager II and the general direction of the CEA B, the Staff Services Analyst acts as the agency Contract Analyst and performs the following:

Percentage of time performing duties	Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first.
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	<u>ESSENTIAL FUNCTIONS</u>
55%	Under supervision, incumbent is responsible for the less complex and difficult assignments involved in agency contracting function; Prepares Requests for Proposals (RFPs) and Invitations for Bids (IFBs) for various goods and/or services; Prepares complex "Services" contracts, purchase orders, and interagency agreements; which includes coordinating program contract needs; coordinating and ensuring program input into all contract activity; Ensures that all contracts and interagency agreements are awarded/executed in accordance with appropriate rules and procedures of the Public Contract Code, the State Contracting Manual and State Administrative Manual. Independently ensures that each "Services" contract or interagency agreement data is captured in the Department of General Services eProcurement system as required. Maintain excellent communication with vendors and CTC staff and management during all stages of contracting process. Maintain proper contract tracking, including tracking contract end dates, tracking newly requested contracts and contract amendments. Using good contract management practices, minimizes or eliminates periods when agency is out of contract.
15%	Using the State Contracting Manuals, independently provides technical assistance and guidance to program staff on the general and complex contract management policies/procedures including Non-Competitive Bid and Advertising Exemption approval processes, RFP, IFB, and Request for Application, Intent to Award, Commission Approval requirements, Department of General Services – Office of Legal Services approvals requirements. Consults with Commission legal staff on contract related issues to ensure each executed contract is legally defensible.
10%	Maintains and reconciles databases and physical files for tracking the status of all agreements (contracts and purchase orders).
10%	Acts as the designated Small Business/Disabled Veteran Enterprise (SB/DVBE) Advocate to help SBs and DVBEs pursue contract opportunities with the Commission. Collaborates with other buyers to include SBs and DVBEs in state procurement.
5%	Responds to Public Records Act requests related to the Fiscal and Business Services unit.
	<u>MARGINAL FUNCTIONS</u>
5%	<u>Business services.</u> Provides back-up assistance as needed to support business services activities of the division, including but not limited to property management and security, mailroom and vendor

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services, and responding to facility requests. Must be available for call back to office for building emergencies outside of normal work hours.

KNOWLEDGE AND ABILITIES

Knowledge of: Principles, practices, and trends of contracts administration, management, and supportive staff services such as accounting, business services, and cashiering; government functions and organization; methods and techniques of effective communication.

Ability to: Reason logically and creatively and utilize a variety of analytical techniques to resolve complex programmatic and contracting problems; develop and evaluate alternatives; analyze data and present ideas and information effectively both orally and in writing; consult with and advise managers or other interested parties on a wide variety of contracting and procurement subject-matter areas; gain and maintain the confidence and cooperation of those contacted during the course of work; coordinate with different agency divisions..

DESIRABLE QUALIFICATIONS

Integrity – consistently adheres to his/her duties to execute the mission and responsibilities of the Commission.

Expertise – be a reliable source of accurate information.

Teamwork – works collaboratively and in recognition of the contribution each makes to the common purpose.

Respect – recognizes the validity of other points of view and treats others with civility.

Problem Solving – strives to find practical and effective solutions to achieving desired goals.

SPECIAL PERSONAL CHARACTERISTICS

Demonstrated ability to act independently, open-mindedness, flexibility, and tact.

INTERPERSONAL SKILLS

Demonstrates a commitment to performing duties in a service-oriented manner.

WORK ENVIRONMENT, PHYSICAL OR MENTAL ABILITIES

Work Environment:

- Requires prolonged sitting, use of telephone and terminals, frequent contact with employees and some public contact.
- Drive state-owned vehicle. Must have valid driver's license. While at their base of operation, employees will work in a climate-controlled office under artificial light. However, due to periodic problems with the heating and air conditioning, the building temperature may fluctuate. Most employees will work in cubical workstations.
- Requires mobility to various areas of the Commission and work business hours of 8:00 a.m. to 5:00 p.m. Overtime may be required, and vacations may be restricted, during peak times and fiscal year-end closing. Employees may be required to travel.
- On Commission meeting days, the incumbent may be required to work on-site, and may be required to work outside of regular work hours to ensure the building is adequately locked and secure at the conclusion of Commission business.

Physical Ability

- Must possess and maintain sufficient strength, agility, endurance, and sensory ability to perform the duties contained in this duty statement with or without reasonable accommodation

Mental Ability

- Ability to communicate clearly and tactfully; read and follow written and oral instructions; and to change tasks and work with multiple task assignments

Some of the requirements above may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

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PERSONAL CONTACTS

Has daily contact with Commission management and staff and occasional contact with other state agencies.

LEVEL OF RESPONSIBILITY – ACTIONS AND CONSEQUENCES

The position is the full journey level and therefore has a significant amount of independence and responsibility. The incumbent's actions could have agency-wide impact but the work is ultimately overseen by the SSML, minimizing the consequence of error.

MANAGER/SUPERVISOR'S STATEMENT: ***I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE***

MANAGER/SUPERVISOR'S NAME (Print)

MANAGER/SUPERVISOR'S SIGNATURE

DATE

EMPLOYEE'S STATEMENT: ***I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT***

The statements contained in this duty statement reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absence of relief, to equalize peak work periods or otherwise balance the workload.

EMPLOYEE'S NAME (Print)

EMPLOYEE'S SIGNATURE

DATE